

## **City of Victorville Position Description**

### **HUMAN RESOURCES COORDINATOR**

#### **DEFINITION**

Under administrative direction, develops, administers, implements and coordinates the classification, recruitment, testing and selection functions for the Human Resources department; and performs other related duties, as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a professional level in the series of Human Resources classifications and assumes a higher degree of accountability for the broad range of responsibility and initiative in project planning, coordination and implementation. Incumbent in this position reports to the Director of Human Resources and is required to utilize independent and sound judgment in the performance of all assignments.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Coordinates, develops and administers all phases of recruitments, testing and selection processes; supervises clerical staff within the recruitment and testing division; conducts salary surveys and classification studies; develops career ladders; designs employment brochures and marketing material; authors multiple choice test questions, essay examinations, technical oral examinations, computer software testing, assessment centers and selection interviews; schedules and administers written, technical, practical and performance examinations; prepares statistical analysis of examination results; computes examination scores; prepares eligibility lists; ensures candidates are notified of all steps in the recruitment and selection processes; coordinates and monitors technical and selection interviews; extends and/or withdraws job offers; responsible for the overall coordination of calendars and appointment schedules for all recruitment activities; performs public speaking activities; coordinates operation of Human Resources activities to include job fairs and quarterly new-hire and promotional orientations; composes sensitive, confidential correspondence; represents the City at various outside organizational meetings to expand City's outreach programs; attends job fairs and other events to promote City employment opportunities; recommends and implements departmental goals and objectives; provides assistance to department management, other city personnel, and the public regarding recruitments and testing procedures; recommends improvements on various Human Resources operations and activities; evaluates applications; may serve as Human Resources liaison on the Collective Risk Management Team; maintains accurate, complete and current recruitment and testing files and records; trains Human Resources clerical staff in recruitment procedures; participates in the preparation and monitoring of annual department budget; utilizes extreme discretion when dealing with the public and employees on sensitive, confidential matters; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

#### **EMPLOYMENT STANDARDS**

**Training & Experience** – Graduation from a recognized college or university with a Bachelor's Degree in Public Administration, Business Administration or closely related field and three years progressively responsible Human Resources experience including experience in the areas of recruitment, testing and job development. Specific Human Resources experience with a municipality may substitute for two years of education on a year-for-year basis, with 30 semester units equal to one year.

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**Knowledge & Abilities - Knowledge of:** Public sector employment laws and regulations relating to employment practices; classification and salary administration; principles and practices of personnel administration; public sector human resources principles, practices and terminology of recruitment, testing and selection functions; principles and practices of organizational and municipal government administration; short and long-range organizational planning; departmental policies and programs; modern office methods, procedures, and equipment; Microsoft Word, Microsoft Outlook, PowerPoint, Excel and other related software programs, such as PeopleSoft; and principles and practices of employee supervision, including training, work evaluation, discipline, and safe methods. **Ability to:** Develop effective recruitment plans; work independently with frequent interruptions; research and compare technical information for job description and test development; organize and complete detailed assignments with minimal direction; plan and present clear, concise, and effective verbal and written presentations; organize and maintain accurate records of activities and projects; develop and implement job-related selection procedures; maintain confidentiality of information; work under the pressure of changing priorities and deadlines; speak effectively in discussion groups; maintain accurate confidential personnel records; administer and monitor various examinations to applicants; interpret and explain pertinent City and department policies and procedures to employees and the public; develop and monitor recruitment and testing division program budget; effectively communicate with tact, diplomacy and poise when working with the public, employees, administrators and outside agencies; supervise and train staff; communicate effectively, both verbally and in writing; produce accurately typed material; effectively utilize database applications and Human Resources software programs; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

**Licenses & Certificates** – Must possess a valid California Class "C" driver's license.

### **WORKING CONDITIONS**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold and rain. Physical demands are light, consisting primarily of sitting, standing and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and, and must be willing to work an irregular schedule, which may include weekends or evenings.

APPROVED:   
DIRECTOR OF HUMAN RESOURCES

DATE REVISED: August 25, 2008

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
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